

EMPLOYEE HANDBOOK



2013

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DISCLAIMER

Management reserves the right to change or modify any policy, procedure or benefit contained herein. No expressed or implied right to employment is granted by any information contained in this handbook. The City is an at –will employer. There is no guaranteed term of employment for any employee.

Information contained in this handbook is summary information. It is designed to provide general information to employees. Employees are advised to discuss questions with supervisors or Human Resources Department representatives and to review the full policies located on the City's Intranet or in Departments for more detailed information.

Our Core Values

Integrity

Open Communication

Customer Service

Teamwork

Leadership

Fairness

Our Employees

We want our employees and our citizens to feel valued. We will do what is right and we will make decisions based on the values listed above.

City of Durham

History

Today, Durham is the fifth largest city in North Carolina with a population of over 200,000 and boasts world recognition in the areas of education, medicine, and baseball.

Durham's official birthday is April 26, 1853, when the first U.S. Post Office was established. The City was incorporated on April 10, 1869 by the General Assembly. In 1840, Dr. Bartlett Durham offered the expanding North Carolina Railroad four acres of land on which to build a new station. In recognition of his gift, the railroad named the station and settlement that followed Durhamville. Later, the name was changed to Durham's Station, then Durham's, and finally Durham.

In 1856, Durham had fewer than 150 residents and only one business, a tobacco factory opened by John Ruffin Green. As Durham began to grow and prosper in later years, its businesses diversified into banks, cotton mills, flour mills, fertilizer plants, iron works, transportation, and medical care, to name only a few. With the creation of Research Triangle Park, the area grew into the largest research-oriented center in the nation, and represented some of America's largest companies (IBM, Glaxo -Smith-Kline, and Northern Telecom) and scientific and technological research agencies.

Two famous education institutions – North Carolina Central University and Duke University – a community college – Durham Technical Community College have established Durham as a city of high academic acclaim.

The presence of two major hospitals – Duke University Medical Center (Duke Regional is now a part of this system), and the Veterans Administration Hospital – have contributed to Durham's reputation in medical circles as "The City of Medicine".

Durham is the home of the world famous triple-A baseball team the Durham Bulls and boasts of a world renowned theater, Durham Performing Arts Center (DPAC).

Vision Statement

Durham is the leading city in providing an excellent and sustainable quality of life.

Mission Statement

To provide quality services to make Durham a great place to live, work and play.

City Council

The City Council, composed of the Mayor and six Council members, is the legislative and policy-making body of the City government. Representing the interest of all of the citizens, the Council passes resolutions and ordinances (local laws) which provide for orderly safeguards for public health and safety, for protection of property, and for progressive community development.

Although two council members must meet ward residency requirements, all six members, along with the Mayor, are elected at large. The Mayor serves two years. Regular meetings of the Council are the first and third Mondays of each month at 7:30 p.m. The Council meets in a work session on Thursdays, preceding a regular Monday night Council meeting. Committee-of-the-Whole meetings and regular meetings of the Council are presided over by the Mayor.

The City Council appoints the City Manager, the City Attorney, and the City Clerk. All three serve at the will of the Council. Staff in these Departments is not subject to administrative policy and procedure unless determined by the City Manager, Attorney and Clerk.

City government is organized into operational and staff units. Operational units are responsible for providing services to the public. Staff units are responsible for providing assistance, internal coordination, and policy interpretation. A brief description of responsibilities of both operational and staff units follow.

City Website

General information about the City and about each City Department and other services are available via the City's website. The website address is www.durhamnc.gov.

COMMUNICATIONS AND PERSONNEL RECORDS WITHIN CITY GOVERNMENT

The Handbook

This handbook should serve as a reference to help you become familiar with City employment. You are expected to familiarize yourself with it in order to enhance the communicative process. Should you lose it, an additional handbook may be purchased through the Human Resources Department.

Because we strive to constantly improve our services to the public and to the workforce, City policies are subject to change. The handbook is unable to reflect all the changes immediately and for this reason, you are advised to consult with your supervisor, the Policy Manual in Departments, the Intranet or the Human Resources Department if you have questions. The Human Resources

Department is located on the first floor of City Hall, and can be reached by telephone at 560-4214.

In accordance with City Code, the City Manager shall provide those rules and policies which are deemed necessary to implement and promote good personnel administration. A primary objective is to provide a system of personnel administration that ensures the basic principles of fairness and equality for all employees. The Human Resources Department Director and Department Directors are responsible for administering these policies and for assuring that employees are treated as fairly as possible.

The City of Durham will comply with all applicable federal, state, and local laws.

City Communications

The precision, effectiveness, and efficiency of City business depends upon management and staff's ability to communicate. Day-to-day communication between you and your supervisor is essential to maintain a high level of productivity and harmony at the work site. As the City's chief administrator, the City Manager must communicate with City employees. Generally speaking, daily contact is impossible. Therefore, we have formulated methods to help you stay informed about City business.

Personnel Records

As an employee, you are entitled to see and review your personnel files. By making an appointment in advance, the Human Resources Department can assure you privacy during this process and can insure that the microfilm reader is ready for your use. If you would like someone other than yourself to have access to your file, you must provide a signed statement authorizing that individual to see your file and present it to the Human Resources Department. The individual must provide a picture ID when in Human Resources. This is done to assure the confidentiality of your file.

For public employees, certain information is considered public information:

1. Name
2. Age
3. Date of original employment with the City
4. The terms of any contract by which the employee is employed whether written or oral, past and present, to the extent that the city has the written contract or a record of the oral contract in its possession.
5. Current title
6. Duties performed
7. Current Salary – salary includes pay, benefits, incentives,

bonuses, and deferred pay and all other forms of compensation paid to the employee by the employing entity.

8. Date and amount of each salary change- increase or decrease
9. Office to which employee is currently assigned
10. Date and type of each promotion, demotion, transfer, suspension, separation or other change in position classification.
11. Date and general description for the reasons for each promotion.
12. Date and type of each dismissal, suspension, or demotion for disciplinary reasons. Dismissal must have a copy of the written notice of the final decision setting forth specific acts or omissions that are the basis of the dismissal.

Information that is not listed above is considered confidential and may only be seen by you, your supervisory chain, or your authorized agent. The only exceptions to this confidentiality are:

1. By court order,
2. Certain state and federal agencies, or
3. When the City Manager, with the concurrence of the City Council, deems it essential for maintaining the public confidence in the services of the City

Appointments must be made with the Human Resources Department if you want to review your personnel file.

Policy Memoranda

Policy memoranda are the most formal method of communication used by the City Manager. Policies are the rules and procedures of the City administration. It is important that you read/review all policies. Some policies will be more relevant to your particular job than others. The policies are on the INTRANET for greater access by employees. A printed copy of the policies should also be available within your department or a policy or policies may be copied for you if needed.

It is your responsibility to be familiar with the policies that apply to your job.

Citizens' Inquiries

The most important function of City employees is to provide the citizens with courteous and efficient service. However, occasionally a citizen will have a question or complaint about our services. If you do not know the answer or are unable to respond to the complaint, you should refer to your supervisor or to Durham One Call 919-560-1200.

Public Information

Most City documents are considered public information and must be made available to citizens who request to see them. The City is required to inform the public in advance of all meetings held by the City Council or any City board or commission. If you wish to give a public notice of a meeting or a hearing or if you have questions concerning this, you should contact the City Clerk's office.

EMPLOYMENT POLICIES, REGULATIONS & PROCEDURES

Equal Employment Opportunity

The City of Durham declares and reaffirms its policy of Equal Employment Opportunity. In compliance with federal and state laws, the City will foster, maintain, and promote equal opportunity in employment of all persons without regard to their race, religion, age, sex, handicap, national origin, color, marital status, gender identification, personal appearance, sexual orientation, family responsibilities, matriculation, or political affiliation or belief in all conditions of employment. Conditions of employment shall include, but not be limited to, recruitment, selection, training, discipline, promotions, and transfers.

It is the responsibility of the Director of Human Resources, and Department Directors to ensure compliance and for implementing the City's policy of equal employment opportunity.

Sexual Harassment

Sexual harassment is defined as any unwelcome, unwanted sexual advance that is either verbal or physical in nature. Sexual favors or submission to any other form of verbal or physical advance cannot be used as a suggested or implied condition of employment. Furthermore, submission to or rejection of such conduct by an individual shall not be used as a basis for employment decisions. Conduct in the workplace should not interfere with an individual's performance or create an intimidating or offensive work environment. If at any time you feel that you have been subjected to such behavior or conditions, you should report the incident to your supervisor, your Department Director, or the Human Resources Director immediately. The City does not permit or condone sexual harassment in any form.

Harassment

The City does not condone harassment of any kind. Harassment should be immediately reported to your supervisor or your Department Director or the

Human Resources Director immediately. The same guidelines described for sexual harassment reporting apply.

Reasonable Accommodation

If you need an accommodation to do your job, please notify your supervisor or your Department Director, the Human Resources Director or the Benefits Manager. Necessary parties will contact you concerning possible accommodations. You are encouraged to suggest accommodations that may be appropriate. Medical verification will be required. If you have questions, please contact the Human Resources Department.

Recruitment and Selection

The Recruitment and Selection Policy is rooted in the Code of the City of Durham. The Code mandated a centralized personnel system under the City Manager to ensure a fair and uniform system of Human Resources Administration. Uniformity in procedures is necessary to ensure that the recruitment and selection of employees is done both fairly and legally.

As a City employee, you should familiarize yourself with certain aspects of our Recruitment and Selection policy. This policy outlines certain procedures which must be followed when filling a vacancy. To ensure that you are informed about job opportunities, the Human Resources Department publishes a weekly Job Opportunities Bulletin and vacancies are listed on the City's website. Vacancies are generally posted for a minimum of five (5) days but may be posted longer periods. Temporary (6 months or less or 8 week emergency hire positions) do not have to be posted. The Job Opportunities Bulletin indicates the job's hiring or salary grade, minimum requirements and for most positions a closing date. All applications must be submitted by the closing date indicated.

Internal postings are designed to further those employees already within the organization. City employees whose status is full-time, part-time, temporary or temporary-with-benefits, or emergency hire are eligible to apply for positions on the internal job bulletin. Internal listings are posted on the Intranet.

If you are currently employed by the City and wish to be considered for any job vacancy, you must complete an internal application form (available in the Human Resources Department and on the Intranet) and submit it to Human Resources before the deadline date indicated on the Job Opportunities Bulletin. Applications both internal and external may be submitted on line.

Only those individuals submitting completed applications and/or internal request forms by the deadline dates are considered applicants. Resumes may be submitted for conditional review. All application forms will be reviewed to ensure that they are complete and that the applicants meet the minimum requirements

for the position. Those applicants who do not meet the minimum requirements will be eliminated from the selection process. The top candidates' applications will be referred to the hiring supervisor, who must submit his/her reasons for selection or non-selection in writing to the Human Resources Department. Job offers are made only after the approval of the Department Director, the Human Resources Department (and in some cases, the City Manager) is obtained.

See the recruitment portal at http://ww2.durhamnc.gov/HR_Director/recruit/

Seasonal & Part-Time Employees

The City employs part-time, seasonal, and temporary workers. Some of the guidelines for those workers follow.

General

The City is continuing to develop systems for part-time and seasonal workers. If you have a question, please contact your supervisor. Part time, seasonal and temporary employees are expected to uphold the same standards required of full-time employees. Health, life and dental insurance are available to part time workers who work at least 30 hours per week after 12 consecutive months of work. Membership in the Retirement System is also required for individuals working 1000 hours in a year who occupy these positions.

The City of Durham is an Equal Opportunity Employer and, as such, prohibits discriminatory practices of any kind.

The City does not tolerate sexual harassment or related behavior. Your supervisor is responsible for assuring that this behavior is not tolerated. You are required to familiarize yourself with this and other City Policies.

You are expected to follow all given directions while performing your job. Your supervisor will orient you concerning your work, departmental rules, and regulations.

The City adheres to a policy of performance evaluations to improve work productivity, communications, and work quality. Your performance will be reviewed as determined by your supervisor. In order to maintain the high level of service which is expected by the citizens of Durham, you are expected to be present and on time for your scheduled work days.

The strength of City government is measured by the extent to which the employees are able to make the organization grow and be more effective. The City's goal is to provide employees with a work atmosphere of mutual trust and respect in which employees and their supervisors can freely discuss their problems to bring about swift resolutions.

All problems should be discussed first with your immediate supervisor. In the event that the issue is not resolved at this level, you should speak to the person directly above your supervisor. If this is not sufficient, you should discuss the matter with your Department Director. The Department Director's decision is final.

Work Schedules

Work schedules of part-time and seasonal workers vary greatly. See your supervisor regarding eligibility for overtime payment.

If after twelve (12) consecutive months of employment, you are required to work on a holiday or on your regularly scheduled day off, you will receive your regular rate of pay (straight time) for the hours worked, and you will receive the hours off at another time.

Job Sharing

There are occasions when the City allows two part-time employees to share a position. This is done when it has been determined to be in the best interest of the City to do so. The Department Director is responsible for notifying the Human Resources Department and the Budget Office, and for requesting a transfer of salary funds if necessary. After twelve (12) consecutive months of employment, part-time employees earn pro-rated amounts of annual (vacation) leave, sick leave, and holidays. Health insurance is provided only if an individual works in a position requiring at least 30 hours work per week for the majority of the year. If you are unsure of the status of your position, check with your departmental timekeeper (positions which are designated for benefits are budgeted as such). Retirement is provided only if an individual works 1,000 or more hours each year. Departments are required to inform affected employees with a two-week written notice if there will be any alteration in the job-sharing arrangement. The salary of the individuals sharing a position will normally be at the beginning of the pay band, unless authorization for a higher level has been previously approved by the City Manager. If you are interested in a job-sharing arrangement, contact your Department Director.

Dual City Employment

You may be employed in a part-time position by the City even though you already hold a fulltime position. Your second position may be in a different department or within the same department in a different capacity. You may also hold two part time positions with the City. Applications for vacancies by current City employees are subject to the Recruitment and Selection Policy and the Temporary and/or Part-Time Policy. Fair Labor standards Act guidelines will be used in determining overtime payment and rate.

Full-Time Employees

The Probationary Period

The probationary period is normally your first six (6) months of City employment. It is a time for you and your supervisor to determine your suitability for the job. It allows all new employees the chance to see if they can meet the challenge of serving our community.

Your supervisor is required to conduct an orientation for each new employee sometime during the first few weeks of employment. During this orientation, you will be informed about the requirements of your position as well as the work rules of your division/department.

You will be required to sign and date a checklist indicating that your supervisor has made you aware of your job requirements and of the work rules, policies, and procedures of the department. Your supervisor is also required to explain the "Probationary Period Policy" to all employees when they are hired, and to explicitly state that during the first six (6) months of employment the employee can be discharged without cause. Probationary Period policy will be explained to you in the City Orientation program also.

Supervisors give employees feedback and suggestions for improvement during the probationary period. All supervisors are required to conduct a formal evaluation of the employee's performance at the end of the six (6) month probationary period. At this time, the supervisor will make a recommendation regarding whether to grant the employee regular status or to terminate employment. Occasionally, there will be an instance when the supervisor needs to observe an employee's performance for more than six (6) months. If this is the case, the supervisor can implement an up to three (3) month extension of the probationary period "if the employee has an overall "Does not meet expectation evaluation." Specific information regarding required improvement must be given at the beginning of the extended probationary period. In no circumstances can the probationary period last more than nine (9) months from the date of hire.

Employment of Relatives

To ensure that all persons (including relatives of present City employees) receive fair and equal consideration in the employment process, the City has established certain guidelines. A child, parent, grandchild, brother-in-law, sister-in-law, mother-in-law, father-in-law, step-parent, stepparent-in-law or step-child of the employee or the employee's spouse or of the employee's certified dependent (domestic partner) (certified through the City of Durham's system) are considered relatives for purposes of this policy. Employment of relatives is permitted but discretion and good judgment should always be used to avoid any appearance of special treatment. An offer of employment cannot be made without the approval

of the City Manager. If any conflicts arise in the workplace because of such an arrangement, relatives will no longer be permitted to work together. Relatives may not directly supervise one another or create any special treatment for one another. No nepotism is allowed.

Re-Employment

Re-hired employees are subject to the procedures outlined in the Recruitment and Selection Policy and the Re-employment Policy. No guarantee of re-employment is made.

Individuals who leave employment for violation of the Substance Abuse Policy are required to provide documentation from a substance abuse professional that treatment has been received and completed. A minimum of six months must elapse before rehiring with the City is considered. Individuals who separate from City Employment for any disciplinary concern are required to wait six months before reapplying with the City. No guarantee of re employment is made.

Individuals are responsible for submitting timely applications for review for vacant positions.

Individuals seeking re hire may be offered positions with stipulations depending upon the reasons for separation from City employment. Sick leave is restored only if the individual is re-employed within 60 days following the separation.

Orientation

As a new or re-appointed full-time employee, you are required to attend both a department and a City orientation. Orientation to your department and its rules and policies should be provided within your first weeks of employment.

New Employee Orientation (NEO) sessions are held monthly. The NEO covers an overview of the policies and benefits that directly affect you. You will also learn about the variety of services we provide the citizens of Durham and the relationship between the taxpayer, the City Council, and the City Manager.

Orientation sessions are considered regular work days. Attendance is required. Your supervisor is responsible for scheduling your regular work hours so they do not conflict with orientation. Because attending orientation is mandatory, you are required to inform your immediate supervisor or the Human Resources Department (560-4214) if you are unable to attend your scheduled session or any portion of the orientation program.

Performance Evaluation

Performance evaluations are scheduled at regular intervals. Your supervisor is responsible for scheduling and conducting these evaluation meetings with you in a timely fashion. The evaluation meetings should consist of three components of

examining your performance: 1) how well you accomplished or met the requirements of your position including standards and job behaviors 2) how improvements can be made in your future performance; 3) a discussion of your potential, your training needs and your career goals (Individual Development Plan). You, your supervisor, and your Department Director are required to sign and date your performance evaluation after the discussion.

The evaluation process is not only a method of measuring an employee's performance; it is also designed to help employees *improve* their performance. You and your supervisor are required to develop a set of objectives, based on the requirements of your job, your work unit, and the City, on which your performance will be evaluated.

As a new or recently promoted employee, your performance is evaluated at the end of your first six (6) months on the job for performance feedback.

Although your performance is evaluated once a year formally, you and your supervisor are encouraged to meet at least two other times to review and assess your performance. Your assessment should be a collaborative effort between you and your supervisor. These meetings are held to review your work performance and to make any necessary adjustments to the yearly goals and expectations. These periodic reviews are designed to keep you informed and to decrease any anxiety related to the evaluation process.

For regular employees, an overall "does not meet expectations" rating on the appraisal will result in a reevaluation at three months to assess whether performance has improved to an acceptable level. A performance correction plan should be given to you by your supervisor indicating specific areas of improvement required and standards for that improvement. If another overall "does not meet expectations" rating is received, termination will result. During the initial six months of employment, please note that your employment may be terminated during the probationary period, and that the probationary period extension is not required.

It is the intention of the City's Performance Policy to encourage continuing communication between employees and supervisors. This should minimize disagreements. However, there will be occasions when an employee will disagree with his/her supervisor's evaluation. In this case, the employee should indicate his/her disagreement by indicating appropriate comments on the evaluation form. Appeals can be made up to the Department Director. The employee should submit a written statement outlining the areas of disagreement to his/her supervisor within seven (7) calendar days of the evaluation. After receipt, the employee and supervisor will meet to discuss the areas of disagreement and make any necessary modifications. If an agreement cannot be reached, the determination of the Department Director is final. This is the

appeal process for evaluations. Mediation can also be used throughout this process.

Reduction-In-Force

All full-time, regular employees are covered by the City's Reduction-In-Force Policy. This policy was established to provide an orderly and fair process for implementing reductions in the size or makeup of the work force. Grant funded and part time positions are not covered by this policy. It is sometimes necessary for budgetary, organizational, or functional reasons to reduce the number of positions allocated to perform specific services. Whenever possible, these reductions will be accomplished through attrition or transfer. Department Directors are responsible for recommending to the City Manager those positions no longer required or essential for City Services.

The Budget and Management Department is responsible for recommending necessary financial cutbacks to the City Manager. Generally, these recommendations are concurrent with those of Department Directors. The City Manager is responsible for making the final decision.

In the event that your present position is recommended for deletion, you will be notified by your Department Director as soon as possible. Every effort will be made to place you in a vacancy for which you qualify before your position terminates; however, placement cannot be guaranteed. The Human Resources Department will request that you provide an updated resume or a skills inventory so that your most up to date qualifications can be reviewed for placement opportunities. In the event that you are not placed, the current policy regarding severance payment will be applied and you may be eligible for unemployment compensation through the Employment Security Commission.

Separation

It is in your best interest and the best interest of the City for you to give a minimum of two weeks notice when you decide to leave City employment; the required notice depends on the position you hold in the organization. As soon as your intended date of departure is known, your supervisor will be required to schedule an Exit Interview for you with the Human Resources Department for an explanation of your benefits and so that you can be asked questions concerning your City employment. There will be ample time for you to raise any questions related to the reason for leaving, what you liked and disliked about the job and City employment, and what recommendations you would make to improve City benefits and general working conditions. This survey is requested to be completed by all employees leaving the City. The answers provided by you and others are considered confidential; they are not made part of your personnel record. By analyzing the Exit Surveys, the City gains an understanding of what is good and bad about City employment. This analysis is an important way of improving upon what the City offers employees in benefits and working

conditions. The exit may be completed in person with a representative from the Human Resources Department, completed by downloading the form from the Intranet or by e mailing it or by mailing it to the Human Resources Department.

Discipline/Grievance Policy

Daily communication between you and your supervisor is essential to create an open and cordial work atmosphere. It is vital to assure that the City's work is done satisfactorily and that policies and procedures are followed. Occasionally, it becomes necessary for supervisors to formally take corrective action with an employee. In such cases, it is the policy of the City to adhere to a progressive disciplinary system as outlined in policy. Performance issues normally follow the discipline procedure through the steps; conduct issues do not require that each step be taken. There are some cases where following the discipline policy is not in the best interest of the City; the City Manager makes this determination.

This system is designed to give employees a reasonable opportunity to correct poor job performance and unacceptable conduct. The level of discipline used normally should reflect the seriousness of the offense and should relate to the employee's work history. Arrests or convictions on criminal charges may result in disciplinary action at any level and is not necessarily related to the outcome of criminal prosecution. A criminal conviction may prevent an employee from performing the duties of his/her position and, therefore, may be grounds for discharge. An employee has the right to appeal disciplinary action through the steps outlined in the grievance process. Mediation may also be used to resolve differences. **Probationary and temporary/part time employees are reminded that they do not qualify for strict interpretation of grievance procedures but may appeal in writing within 5 days of the event to the Department Director.**

The City's grievance policy is designed to keep the lines of communication open between the employee and his or her supervisor. It is also structured to provide clearly defined steps for a documented, objective hearing of a job related problem. Durham City Government exists for the sole purpose of providing services to all citizens of this community. As an employee of the City, you are expected to carry out the policies and directions of the City Council and the City Manager as directed by your supervisor. From time to time problems will arise between you and your supervisor. Usually these disagreements can be resolved through informal discussions. The grievance procedure outlined should not be used to circumvent established lines of authority, nor should it be used in place of informal techniques.

Keep in mind that certain personnel decisions require the authorization of the City Manager. A Personnel Action Form is used to certify that such decisions have received administrative approval based on the information provided by the person recommending the action. The fact that this form has been signed does not indicate that each action has been investigated, but indicates approval

subject to an employee's appeal through the grievance procedure. **These steps are provided only for regular full-time and temporary-with-benefits employees.**

If you believe that you are being threatened, harassed, or retaliated against because you filed a grievance or discussed a problem with a Human Resources Department Staff member, the Human Resources Director, or the Equal Opportunity/Equity Assurance Director, you should contact the Employee Relations Coordinator or a Human Resources Team Manager immediately. Retaliation is not tolerated by the City. Use of the channels provided for resolution of problems or addressing concerns is encouraged. **Retaliation is not tolerated.**

Some actions are not grievable through the grievance policy. Examples are Reduction in Force (RIF), restructuring, pay changes, schedule changes, performance evaluation.

Probationary employees are reminded to examine our probationary policy. Probationary employees who have problems or complaints about the terms and conditions of employment or termination from employment may request, in writing, a review of the situation to the Department Director. The Department Director will respond to the employee in writing. This is the final and only step in the City's Administrative process for probationary employees.

Grievance guidelines and policy are available on the INTRANET and via contact with the Human Resources Department.

Demotion

A demotion occurs when you move to a job that requires a lower level of responsibility classified in a lower pay grade than the position which you previously held. If you are demoted, you will generally be placed at a lower salary. Your performance will be evaluated in six months, but there will be no salary change. Your anniversary date will remain unchanged.

Transfer

A transfer occurs when an employee's current position classification moves laterally to a vacant position in the same salary grade or to the same classification in a different department or division. You may initiate a transfer request. To do this, you must fill out an internal application form and submit it for an open position by the deadline date indicated on the job listing. Forms can be obtained on line or in the Human Resources Department. Your request will be considered in accordance with the Recruitment and Selection Policy.

If the position you are seeking is within your own department, you may also want to submit a request in writing to your Department Director. Your request should

state the area to which you wish to be assigned and the position you wish to fill, as well as your reason for requesting the transfer. Your reason may be job-oriented or personal. Your Department Director may only transfer you to a position when the position is vacant, if your transfer meets the department's needs and if you have the appropriate qualifications. Your anniversary date and salary will remain unchanged.

Stand-by Duty

It is the policy of the City of Durham to award compensation for stand-by duty. From time to time there may be instances when employees are required by their department/division to return to work on short notice after normal work hours. Stand-by duty is assigned by the supervisor. Employees are granted compensatory leave for each daily period of required stand-by duty for which they are not called in to work.

A daily period of stand-by duty starts at the end of your normal working hours. A daily period of stand-by duty is considered any period less than twenty-four (24) hours after the close of your last regular shift. If you are required to stay on stand-by duty longer than 24 hours you will be compensated for each daily period. Stand-by employees must be available for work during the entire standby period either by telephone or beeper/pager. For additional information, contact your supervisor or your Department Director.

If for any reason you are called back after the completion of your normal work hours, and you are a non-exempt employee, there is a minimum guarantee of two (2) hours of overtime pay for each of the first two (2) incidents of recall to duty in a stand-by period. This is true even if you are not required to work the **full** two (2) hour period for each call back. For work done beyond two (2) hours, you will be compensated using the regular compensatory or overtime schedule. After two recalls to duty, you will be paid only for actual time worked. You are advised to contact your supervisor for specific application of this provision in your department/division. Compensatory time earned for stand-by time is not paid at termination.

Acting Status

An employee shall be considered as **acting** in a position if the employee is assigned all or nearly all of the responsibilities of that position for more than fourteen (14) consecutive calendar days. This assignment may occur due to the fact that the incumbent is absent for an extended period, or is no longer in the position. The Human Resources Department must be notified when an employee is placed in an acting position normally this is through the pay action entry with the job offer letter attached. The supervisor is responsible for providing the employee with a letter offering the acting position and stating the terms and conditions of the acting assignment. Only employees who meet minimum qualifications for the acting position will be placed in acting status.

Upon the fifteenth (15th) day of assuming the responsibilities of another position, your pay will be increased. Advancement in pay will either be to the bottom of the pay grade for the position in which you are acting or approximately 5% more than your present salary, whichever is more. The increase is considered temporary and does not affect your anniversary date or the date of your annual performance evaluation. Upon the completion of your acting status, your salary will return to the appropriate level of your previous position. Acting status for longer than six (6) months requires the written approval of the City Manager (or designee). Salary increases for individuals in acting are based on the salary of the regular position not the temporary acting salary.

Individuals placed in acting Department Director positions are subject to salary determination by the City Manager.

Benefits

General (Employee's Benefits):

You are eligible for all the benefits outlined in this section if your position is defined as full-time regular or temporary-with-benefits. Both types of employees must successfully complete the probationary period to earn the floating holiday.

Paid Holidays

With the exception of floating holidays, you are eligible for all legal holidays observed by the City as soon as you are employed. The holidays are:

New Year's Day	Martin L. King Jr. Day
Good Friday	Memorial Day
Independence Day	Labor Day
Thanksgiving Day and day after Thanksgiving	Christmas Day (by schedule)
1 Floating Holiday (after successful completion of probation)	

When a holiday other than Christmas falls on a Sunday, it will be observed on the following Monday. When a holiday other than Christmas falls on a Saturday it will be observed the preceding Friday.

When Christmas Day falls on:

1. A Monday, then Monday and Tuesday will be holidays;
2. A Tuesday, then Monday, Tuesday and Wednesday shall be observed as holidays;

3. A Wednesday, then Monday, Tuesday and Wednesday shall be observed as holidays;
4. A Thursday, then Wednesday, Thursday and Friday shall be observed as holidays-;
5. A Friday, then Thursday and Friday shall be observed as holidays;
6. A Saturday, then Friday and Monday shall be observed as holidays;
7. A Sunday, then Friday and Monday shall be observed as holidays;

You must be on paid status, i.e., vacation, sick leave, compensatory, holiday leave or other approved paid leave, or actively working on both the day before and the day after a holiday in order to receive pay for that holiday.

If you are required to work on the holidays observed by the City, you are entitled to City compensatory leave time equal to the number of holidays hours worked. Overtime payment is made for the hours worked beyond 40 hours in the work week or beyond specific hours in the work period.

For pay purposes, a holiday is equal to one work day unless you work a 24 hour shift; in that case a holiday is equal to 12 hours. One work day is one standard work day and does not include flex time work schedules. In addition to legal holidays, the City provides one additional day known as a "floating holiday." The use of this day is at your discretion, but it must be used by June 30 each year. The floating holiday is not earned until after successful completion of the probationary period. A Request for Leave Form should be completed in advance when requesting the floating holiday, in accordance with policies and practices of your department/division. If you do not use a floating holiday on or before June 30, you will lose it.

For individuals who work shifts, holidays are credited at the beginning of the calendar year. You may Request use of your holiday time just as you would annual (vacation) leave. Holidays do not carry over from one calendar year to another

Annual (vacation) Leave

Full-time regular, or temporary-with-benefits employees, earn annual leave benefits based upon their length of service with the City. When you are first employed, leave is earned at a rate of one day for each month in which you are on active pay status for at least fifteen calendar days. After that, the rate will increase. The schedule below gives you the rate for years of service.

Length of Employment (in years)	Rate of Accumulation		
	Hours earned per 26 bi-weekly	Annual Hours (whole numbers)	8-hour day equivalent
1 st through 3 rd year	3.692	96	12 days
4 th year through 9 th year	4.615	120	15 days
10 th year through 15 th year	5.538	144	18 days
16 th year through 20 th year	6.461	168	21 days
21 st year and more	7.384	192	24 days

You may accumulate more than 240 (360) hours of annual leave during a calendar year. You may not carry over more than 240 hours (360 for sworn fire fighting personnel) into a new year. Up to 240 hours (360) for sworn firefighters is the maximum accrued leave paid at separation from the organization.

You may use annual leave for any purpose pending your supervisor's approval. In the event of an emergency, you should complete a Request for Leave Form immediately upon return in to work. Annual leave is not currently granted for less than ¼ hour units. You will not be paid for annual leave unless your Request for Leave Form has been approved by your supervisor.

The use of annual leave before it is earned is prohibited. It cannot be transferred from one employee to another.

Sick Leave

Full-time and temporary-with-benefits employees are granted 3.692 hours of sick leave for each bi- weekly pay period worked or on paid leave. You are reminded that paid sick leave is a privilege. It should not be used as annual leave. Sick leave is provided in order to insure against the loss of income during an extended illness. The excessive use of sick leave or failure to use sick leave for the purposes for which it is intended can result in disciplinary action up to and including discharge. Your supervisor may require a doctor's note to verify the use of sick leave. You may not work for the City or other employer while on sick leave.

The use of sick leave for reasons other than those listed is in violation of City policy. Sick leave privileges are permitted for personal illness, doctor's appointments, childbirth, or in the event of serious illness in your immediate family. Immediate family is defined as your spouse or certified dependent - domestic partner (certified by the City of Durham system) parents, step-parents, parents-in-law, child, step child, brother, brother-in-law, sister, sister-in-law, grandparents, or grandchild. You may also use it to supplement funeral leave for a death in the immediate family. In the event of illness or other medical emergency, you are responsible for following the call-in procedures established by your supervisor. You must call in by the appropriate time to the specified

person. Failure to follow the call-in procedures can result in disciplinary actions and/ or loss of pay. In the event of serious injury or extended illness, you may wish to make a different call-in arrangement. You are reminded that, unless prior arrangements have been made, failure to call in for three (3) consecutive days can result in termination. You will be considered to have resigned without notice.

Sick leave for the purposes of a doctor's appointment or any pre-arranged medical reason should be requested in advance. You are required to complete a Request for Leave Form whenever you use sick leave. In the event of illness or an emergency, you should complete the form immediately upon your return to work.

The accumulation of sick leave begins on the bi weekly pay period following your date of hire. You may accumulate sick leave indefinitely. Currently, upon retirement, the Retirement System grants one month of service credit for every twenty (20) days of unused accumulated sick leave that you have.

Use of sick leave is counted against your Family Medical Leave Act (FMLA) entitlement.

Advanced Sick Leave

As a general rule, sick leave hours will not be advanced (given before earned) to an employee; however, in extremely extenuating circumstances, an employee may be advanced up to 240 hours of sick leave for personal illness upon the recommendation of the Department Director and the approval of the City Manager.

You must submit a memo requesting a sick leave advance to your Department Director. The memo must include method of repayment. Pending the recommendation of the Department Director, the memo is forwarded to the City Manager's office for final approval/disapproval. The memo, including the terms of repayment, is then forwarded to the Human Resources Department. Repayment options may be the use of your annual (vacation) leave, sick leave, compensatory leave; or you may make a direct payment for the sick leave advance. If cash payment is selected, payment must be submitted in the form of a check or money order payable to the City of Durham and submitted to your departmental timekeeper. Your departmental timekeeper is responsible for deducting your annual, sick or compensatory balances if one of these options is selected for repayment.

You are advised to check with your supervisor and with the sick leave policy for factors determining the granting of advanced sick leave. Departments will enter information deducting the number of sick days that were used. The department is responsible for assuring that leave records are updated to reflect days repaid. If, after receiving an advance, you terminate your employment, you must repay all days owed at the daily rate of pay which is in effect when the termination occurs.

The repayment must be made at or prior to separation. Before requesting an advance, you should consider the number of days needed and the length of time/amount of money required to repay the advance if approved.

Sick Leave Incentive

Regular full-time City employees and those hired as "temporary-with-benefits" are awarded 8 (12 for sworn firefighting personnel) hours of annual (vacation) leave for each six (6) consecutive calendar months in which sick leave, workers comp leave, maternity/paternity leave, accident leave or leave without pay is not taken. A maximum of two (2) incentive awards per calendar year is allowed. You are reminded that once you request sick leave you cannot later request a change. Records will not be changed and the incentive day will not be granted. Employees are encouraged to take advantage of this program.

Shared Sick Leave

Sick leave can be donated to City employees who are involved in a verifiable medical emergency by other City employees on a voluntary basis. This policy is only applicable to medical emergencies involving the employee or a member of the employee's immediate family. Also, the potential sick leave recipient must have exhausted or expect to exhaust all paid leave credited to his/her account before donated leave can be used. There is no requirement to repay donated sick leave time. Sick leave donation and receipt is confidential, however the City may publicize the names of employees who are in need of donations (if authorization is given by the potential recipient or representative). No employee shall be coerced, threatened, or intimidated regarding the donation, receipt, or use of donated sick leave. For more detailed information regarding shared sick leave and the procedures involved, please consult HRM 503 or the Human Resources Department.

Paid Temporary Disability Leave (PTD)

The City of Durham offers employees that are classified as regular full-time and temporary-with benefits the use of Paid Temporary Disability Leave. It is designed for certain specified temporary disabilities for off-the-job injury/illness and non-compensable on-the-job/illness. Qualified employees will be paid their gross base salary for up to six (6) calendar weeks from the date of disability without charges to the employee's accumulated leave. Disabilities covered are:

- Childbirth (starting from the first workday the doctor indicates the employee should not work);
- Paralysis (temporary/less than one year);
- Surgery which requires at least a 2 week recuperation period

- Diagnosed terminal illness (cancer, AIDS, etc.)

Employees are advised to review this policy for usage and coverage stipulations. Temporary Disability Leave is not granted until written certification of one of the disabilities covered is received from your doctor. Medical certification should be submitted with the request to the Human Resources Department. The Human Resources Department will notify the employee and his/her department concerning the leave request. Department Directors are responsible for implementing requests that are consistent with the PTD policy. Use of PTD is counted against the FMLA entitlement.

Administrative Leave

Administrative leave may be granted with or without pay or may be in the form of a temporary reassignment.

Administrative Leave may be granted for regular full-time City employees and for City employees occupying "temporary-with-benefits" positions. Administrative leave with pay may be given during investigations for all allegations of serious misconduct and/or when criminal charges have been filed. Administrative leave may also be granted at the discretion of management. Temporary reassignment of the employee may be made pending the outcome of the investigation or until some other closure (charged dropped, exoneration, or conviction) occurs.

The Department Director in consultation with the Director of Human Resources and the appropriate Deputy City Manager/City Manager will review all matters related to administrative leave. No employee may be placed on administrative leave without prior consultation with the Director of Human Resources and the City Manager/Deputy City Manager responsible for the Department.

Leave Without Pay

You may request leave-without-pay anytime you must be away from your job. In general, leave-without pay is requested when necessary to be away for an extended period of time or when paid leave is not available. However, leave-without-pay will

be used if paid leave is not exhausted. Leave-without-pay requested must be submitted in advance except in emergencies. Every attempt will be made to grant the request, but there are times when your request may be denied. Your position may be filled temporarily in your absence. Should your position be deleted during your absence, every effort will be made to place you in another position in accordance with the City's RIF policy. Requests for leave-without-pay should be submitted on a Request for Leave Form to your Department Director, who has the authority to grant a request for up to three months. Requests for extension for more than three months are submitted to the Department Director, but must be evaluated by the City Manager. These should be accompanied by written memorandum outlining the reasons for and the duration of the leave. When necessary, you may request leave without pay in advance and in writing for a maximum of one year. You may be subject to disciplinary action up to and including discharge should you fail to report for work on the date designated for your return.

Authorized leave-without-pay is not considered a break in service. However, you will not earn sick leave or vacation leave for any month you are on leave without-pay for 15 or more calendar days.

The City continues to pay your base premium amount on health, dental, and life insurance for up to three months while you are on leave-without-pay status. Since additional options will not be deducted from your pay check, you are responsible for submitting payment for these benefits each month to your departmental timekeeper. You must contact your Human Resources Department team to set up a payment schedule prior to going on leave-without-pay status or as soon as possible after you begin leave-without pay. Options for which you pay will be dropped if payment arrangements have not been made. Re-instatement of those options is subject to the guidelines for the particular program.

When paid leave is exhausted, leave without pay is automatically given.

You are required to give at least one week notice to your supervisor of the date you plan to return to work.

Leave without pay may be used for personal, medical, education, maternity/paternity or military reasons. Some have specific requirements which are outlined under the sections which follow.

Family Medical Leave Act (FMLA) Leave

This is twelve weeks of UNPAID leave for serious medical condition for you, your parents, your child(ren) or your spouse for employees who have worked for the City for at least one year. A form WH-380 is required by the Department of Labor

to use FMLA leave. Leave can be consecutive or intermittent (varies based on the medical condition). Employees are eligible for this leave every 12 months i.e. If the leave is used in June, July, August of one year, the employee is eligible for this leave in June of the following year. Use of this 12 week entitlement subject to regulations insures availability of your job or a comparable job on return from leave. There are special rules for those involved in military service.

Use of annual, sick, paid temporary disability leave and leave without pay is counted against the FMLA entitlement.

The form WH-380 is available in the Human Resources Department or on the Human Resources Department Intranet site.

Education and Training Leave

As a City employee, you may be granted leave-without-pay to pursue a degree, certification or other training which enhances your performance in your current position or your opportunities for promotion to other City positions.

Your request will be judged based on its merits to include: relatedness to your present job, workload and staffing requirements and other factors which relate to the policies and best interests of the City. Every effort will be made to grant your request, but there may be circumstances where it must be denied. In the event of a conflict, the Human Resources Director will arrange for a review of your case before presenting it to the City Manager. The decision of the City Manager is final.

Educational leave may be granted in intervals of three months or less, up to one year. Requests should be written and given to your Department Director with a copy to the Human Resources Director. Your request must be approved prior to enrollment. You may or may not choose to use your paid annual leave or compensatory time before being placed on leave-without-pay status. Requests for leave beyond three months must be approved/denied by the City Manager.

Medical Leave

In the event of a lengthy illness or other temporary medical disability, you may request a medical leave-of-absence. It is not necessary for you to have used all of your annual or sick leave before being placed on medical leave without pay. You are required to provide your supervisor with documentation from your physician that the leave is necessary and how long he/she thinks you may be away from work. This documentation should be returned to the employee.

Medical leave may be authorized for periods up to three (3) months by your Department Director. You are required to have your doctor provide the City's Health services provider with information about your medical situation periodically. This notice should either set your approximate return to work or

indicate that you are permanently unable to do your job. You are required to provide a medical update to the City's health services provider at least every 60 calendar days of absence.

You are required to provide one week notice prior to returning to work.

Use of leave for medical purposes will be counted against your FMLA entitlement.

Maternity and Paternity Leave

The City extends the benefits of maternity and paternity leave to its employees. Employees are eligible if their employment status is either regular full-time or temporary-with-benefits. This policy includes the adoption of a child in its leave coverage. The stipulations of this policy are inclusive for childbirth, pregnancy, adoption, miscarriage, and other related medical conditions of the employee, spouse, or certified domestic partner.

Maternity/paternity leave is a form of medical leave with specific requirements. Request for up to three months or less may be authorized by the Department Director. For leave longer than 3 months, authorization is required from the City Manager. The use of annual leave, sick leave, or leave-without pay is required for maternity/paternity leave. Paid temporary disability leave is permitted for maternity leave. The use of sick leave will require a doctor's certification of the disability, in addition to the approval of the Department Director or when required, the City Manager.

You are reminded that all leave requests should be made on a Request for Leave form, which will provide the appropriate documentation for your department records.

You are also responsible for paying any additional options you have chosen on your health, life or dental insurance and of the other benefits you may be paying by payroll deduction. The Human Resources Department will assist you with additional information if needed.

A child care handbook is available on the City's Intranet. This handbook provides more information on use of leave for maternity/paternity.

Maternity/paternity leave is counted against the FMLA entitlement.

Civil Leave

The City provides time away from the job if you are required to serve as a juror or if you are requested or required to appear as a witness on an official City-related matter. You are required to notify your supervisor immediately and submit a Request for Leave Form with a copy of the subpoena or of the official notice

requiring you to serve as a juror. Should you volunteer or be required to appear in court for any reason with or without a subpoena, you must request annual leave or leave without pay.

Employees, who are required to be in court on official City-related business beyond their regularly scheduled hours, will be given compensatory or overtime pay in accordance with the City's Overtime and Compensation Policies.

Military Leave for Active Duty

In order to establish your re-employment rights, as defined by the Federal law, you must submit a memorandum to your Department Director stating your intention to join the U.S. Armed Forces, the date you will be entering the service, and your last day of City employment. This will assure that you are eligible for re-employment rights. You will be paid for any accrued vacation days with your final paycheck. All benefits will terminate at this time. Your position will be filled regularly.

Upon discharge from the service, you must submit a written request and application to the Human Resources Department for re-employment with the City within 90 days of your discharge. Every effort will be made to place you in the same or a similar position to the position you held prior to entering active duty. This does not apply if you have been dishonorably discharged.

Upon re-employment, your record will indicate your original date of employment any unused sick leave at the time of your departure and will be credited. The City will adhere to Federal laws related to military leave.

Summer Training

When individuals are called for two weeks summer training, the request for military leave form must be submitted. A copy of the orders must be submitted with the leave request. The order must have Summer Training indicated in order to retain both City and military pay.

Call to Duty for Reservists/National Guard Participants

A copy of the orders must be presented. Individuals should contact their Departmental timekeeper for information. The Human Resources Department also provides information and reviews benefit status and requirements with those going to duty. Pay vouchers must be provided to the Departmental timekeeper on return from duty in order to reconcile pay. The difference between City pay and military pay will be paid by the City while individuals are on active duty. If military pay is more than City pay, the employee may elect leave without pay and retain the military pay.

Funeral Leave

The City has established a paid Funeral leave Policy Plan for its employees. Funeral Leave is established to provide time to make funeral arrangement, and for handling business matters concerning a death. It is a benefit granted to the employee in the event of a death in the family. Funeral leave is extended to full time regular and temporary-with-benefits employees. You are eligible for funeral leave immediately upon employment.

Procedures: (1) You are allowed up to the amount of your designated work week of paid funeral leave for the death of a member of your immediate family without charge to sick or annual leave. Designated work weeks are 37.5, 40, 42, 56 hours. Immediate family is defined in the full policy. Prior to taking funeral leave, the request for leave form should be completed or if not possible this should be completed within 2 days after returning. Supervisors may require proof of relationship, date and time of funeral if desired.

Funeral leave must normally be taken within seven (7) calendar days immediately following the death of an employee's family member. Exceptions to the "within a seven (7) calendar day limit" may be approved by the Department if the employee makes a written request for a different time period based upon special circumstances. The Department Director will review the circumstances and make a determination.

Funeral leave does not carry over from year to year. Funeral leave may be taken in hourly increments if needed.

Current employees participating as floral bearers, soloists, pall bearers, or honor guard for the funeral of a current or retired City employee are given City time to complete those duties.

Any misuses of the Funeral Leave Policy/Procedures are subject to disciplinary action. This includes the use of funeral leave for any purposes other than those previously designated.

HEALTH CARE BENEFITS

Health Insurance

The City pays a base amount toward the hospital and medical insurance of full-time, temporary employees and designated part time employees. . The starting date of your coverage is usually the first day of the month following your employment.

You may elect to pay for additional coverage for your dependents. The added cost will be deducted from your paycheck. There are currently two types of additional coverage which are available. These are:

1. Two-Party: This insurance covers you and one dependent.
2. Family: This insurance covers you and more than one dependent.

The City provides three levels of health care insurance –Basic, Core and Premium. You may choose one or you may elect to have no health insurance provided by the City. If you elect no coverage, you are required to sign a waiver. There is currently no additional cash payment to you if you elect no health coverage.

If you have to have surgery, the City currently has a plan which will provide reimbursement of the surgical co-payment if eligible. Forms are available in the Human Resources Department.

For details on coverage, refer to the information provided for members, contact customer service for the health insurance provider, review the information on the provider's link on the City's Intranet site or contact a Human Resources Department Representative.

Retiree Health Coverage

The City provides certain eligible retirees the opportunity to continue group health insurance until age 65. Eligibility for each plan is limited to pre-65 retirees who have been City of Durham employees for at least ten years and disability retirees. The City pays a subsidy toward the health insurance premium based on length of City service to employees who are retiring (taking a monthly benefit through the Local Governmental employees Retirement System) and who wish to continue City group health insurance. The City pays 50% of the active employee rate for retiring employees with at least 10 years of service; 75% of that rate with at least 15 years of City of Durham service; and 100% of the active employee rate with 20 years or more of City of Durham service. If the insurance is not taken at the time of Retirement (an individual may not leave employment, return, file retirement papers and get retiree benefits) it is not offered at a later time. Failure to make timely payments or lapses in payments will result in cancellation of insurance without reinstatement privileges.

Contact the Human Resources Department for details.

Medicare Supplement Program

City health coverage ends when the retiree reaches age 65. The City provides a limited supplement for retirees who have at least 10 years of City of Durham service and who purchase a Medicare supplement policy at age 65. The amount of the supplement varies with age. Please see Human Resources for current information.

Premium Conversion, Flex Spending and Pre-taxed Parking Benefits

The program consists of benefits that allow employees to pay for medical expenses, dependent care expenses and parking benefits with pre-taxed income. The Premium Conversion allows employee to pay health, dental and vision care premiums and parking fees while at work with pre-tax deductions. The Flexible Spending Accounts help employees pay for eligible expenses associated with out of pocket expenses for medical care and dependent care. Both are designed to decrease your tax liability each calendar year. You must sign up for the annual programs on the date of employment and during each Open Enrollment.

Cobra-Health Insurance Continuation (Consolidated Omnibus Reconciliation Act of 1986 (COBRA))

In 1986, a federal law was enacted which required most employers who sponsor group-health plans to offer employees and their families the opportunity to temporarily extend their health coverage at the employee's cost. This continuation of coverage is offered at 100% of the group rate plus a 2% administrative fee. The City of Durham offers COBRA coverage to terminating employees and the covered dependents of employee for specified limited period. Employees of the City of Durham and their dependents covered by a group health plan have a right to choose this continuation coverage if they lose group health coverage because of a reduction in hours of employment or the termination of employment.

If you are the spouse of an employee covered by the City's group health plan, you have the right to choose continuation coverage for yourself (and dependents if applicable) if you lose group health coverage for any of the following reasons:

1. Death of Spouse
2. Divorce/Legal Separation
3. Spouse becomes covered under Medicare

In the case of a dependent child covered by the City's group health plan, he or she has the right to continuation coverage if group coverage is lost for any of the following reasons:

1. Death of a parent
2. Parent becomes covered by Medicare
3. Dependent ceases to be a "dependent child" under the group plan

When the City is notified that one of these events has occurred, the City will in turn notify you that you have the right to choose continuation coverage. Under the law, you have at least 60 days to inform the City that you want continuation coverage.

If you do not choose continuation coverage, your group health insurance coverage will end as of the last day of the month your employment ended.

If you choose continuation coverage, the City is required to give you coverage that is identical to similarly situated employees or family members. The required continuation coverage period is **18** months for employees who lose group coverage because of employment termination or reduction on hours. However, the law also provides that continuation coverage may be cut short for any of the following reasons:

1. The City no longer provides group coverage to any of its employees;
2. The premium is not paid;
3. You become covered under another group health plan; * (see exception below)
4. You become covered by Medicare.

You do not have to show that you are insurable to choose continuation coverage.

In addition, if you leave the City and provide proof of Social Security disability retirement, you are eligible for COBRA Coverage for up to twenty nine (29) months after leaving City employment. The last 11 months of this coverage may cost you up to 150% of the premium cost plus an administrative fee.

There are special provisions for COBRA coverage for employees who become active in military service.

If you have questions about COBRA coverage, please contact the Human Resources Department.

Dental Insurance

The City provides Dental Insurance for full time regular and temporary with benefits employees and specified part time employees. It is effective the first of the month following employment or the first day you actively work following that date.

At present, there is a deductible per patient per fiscal year with a maximum per family. Diagnostic and preventive care is covered without a deductible. Other coverage varies with service performed. Limited orthodontic coverage is included in the plan. Dependent coverage may be purchased through payroll deduction.

For more details, contact the Dental insurance provider.

Life Insurance

The City pays the total cost of your life insurance. This includes double coverage for accidental death, as well as benefits to be paid in case of dismemberment. Your coverage begins the first day of the month following your employment, unless you are absent from work on that day. In that event, your coverage will begin the first day you actually work.

The amount of coverage you have is equal to your annual salary on June 30th, adjusted to the nearest \$1,000. The amount of your insurance is based on your annual salary; your dollar coverage is adjusted each July 1.

If you retire or leave the City for any reason the City's coverage ends. You may convert your own coverage by contacting the insurance company within 30 days.

Should you become totally disabled and retire on a disability retirement, your life insurance protection is continued by the City for twelve (12) months following the date of your retirement. You are responsible for converting the life insurance to a private policy at the end of the twelve month period if desired.

Additional coverage on yourself is called Supplemental Coverage. The rates are based upon your age and salary. You may enroll in this program when you are first employed or within thirty-one (31) days of your date of employment. Additional coverage on your spouse or dependent children is called Dependent Coverage. The term "children" includes any person related to you by blood or marriage for which you have assumed legal obligation, who normally resides in your home or who is dependent upon your support. You must enroll for dependent coverage when you are employed or within thirty-one (31) days of acquiring dependents.

In addition to the coverage provided by the City, you have the option to purchase additional insurance on yourself and on your dependents. Both options will be deducted from your paycheck. You may drop either option at any time, but will not be allowed to participate again until the next open enrollment opportunity is made available to employees.

You are responsible for keeping the information for your personnel file updated when there are any changes in your beneficiary(s) and changes in your address.

For details on your life insurance coverage, you should consult with the Human Resources Department.

Unemployment Insurance

As a City employee, you are covered by the Unemployment Insurance Program. This program is administered by the Employment Security Commission to provide temporary benefits to people who have become unemployed through no

fault of their own. In order to become eligible for benefits, you must apply at the Employment Security Commission and establish a valid claim. The City provides the Commission with documentation about reasons for your separation. Eligibility to receive benefits is determined by the Commission. Both you and the City have the right to appeal this determination.

OTHER BENEFITS & SERVICES

Employee Assistance Program (EAP)

This program provides free, confidential, professional assistance to help full-time or temporary-with benefits employees and/or their immediate families resolve problems that affect their personal lives or job performance. An employee, you or your family may decide to use this program or you may be referred by your supervisor. Your supervisor may use this referral source whenever he/she notices deterioration in job performance or behavior. The supervisory referral is generally follows a counseling session or a disciplinary action. It is your decision whether to follow up on a referral by your supervisor. Additional information on this program can be obtained by contacting the EAP program or the Human Resources Department. EAP services are provided up to six months after separation from City employment.

Child Care Handbook

The "Child Care Handbook" gives information on City policies and general information about Child care. The handbook is available on the City's Intranet.

Employee Training and Educational Development

The City strives for optimum productivity from its employees. It strives to assure this by budgeting funds for the enhancement of the employees' job knowledge, skills and abilities. The allocation of these funds helps the various departments better develop their specialized needs. Funds are administered by the Department Directors. The remaining funds budgeted by the City are for interdepartmental use and are administered by the Human Resources Department.

All training funds are administered in accordance with the City's Employee Training and Development Policy (HRM 512). This policy defines priorities and procedures which must be followed. The establishment of these guidelines is intended to assure that all employees have access to training. It should also provide the greatest benefit in improving our overall services to the citizens of Durham.

Employees are required to complete a Training Request form for any type of training prior to the date training begins. All requests should be routed through the respective department and the Human Resources Department. All training requests are subject to availability of funds. The employee must be a full-time regular employee or a temporary with benefits employee to be eligible for training funds.

The policy defines two types of training and established priorities for use of training funds for each type. These are:

1. Job-Required Training- This type of training is given top priority in both time away from your job and the expenditure of funds. It is defined as all training required to maintain or to upgrade the level of performance in your present position. If you are authorized to take required training, you will be given time during your regularly scheduled work hours. You will also be given the money which is required for you to receive training. This includes your tuition or training fees and if necessary, books or equipment, meals, lodging and transportation costs. You will receive compensatory time for training or travel time beyond your normal workday unless you are exempt. Your supervisor may require that you take certain job related training. Failure to comply with his/her directions may lead to disciplinary action.
2. Job-Related Training- This type of training is second in priority for funding. It is defined as all training which directly relates to your current position and which increases your skills or abilities. However, unlike job-required training, it is not required for you to adequately perform in your current position. If you are authorized to take job-related training, you will either be allowed time away from your present job, reimbursement, or advanced tuition credit up to the specified amount per fiscal year. Reimbursement is limited to payment of your tuition or fees only. If you elect to be reimbursed, you must complete the training and present an official transcript before reimbursement can occur. In the event that job-related training is only provided during your regularly scheduled working hours and you still wish to be reimbursed, you may make arrangements with your supervisor's concurrence to make up hours and still be eligible for reimbursement after you successfully complete the training.

Payment of allowable training costs is subject to available funds.

Further information about the City's educational and training policy/opportunities; contact your Human Resources Department team.

Social Security

City is required by law to deduct a specified percentage of your gross salary for payment into the Social Security Trust Fund (FICA). Under this law, the City is required to pay a contribution into the Fund.

All City employees, except sworn Fire Service Personnel, are covered by this requirement (Fire personnel do contribute a minimal amount towards medical benefits only).

Social Security is a federal insurance program which provides you and/or your family with an income when you retire. You should submit your application to the Social Security Administration Office at least three (3) months prior to your anticipated retirement date. You will need to take the following information with you:

1. Your Social Security Card or number
2. Your Birth Certificate or Proof of your Date of Birth
3. W-2 forms (wage and tax statements) for the past two years.

Detailed information regarding Social Security benefits may be obtained by contacting the Durham Social Security Administration Office.

For information regarding how your taxes will be affected by retirement or Social Security, contact the Internal Revenue Service and the NC State Revenue Department.

Retirement

The North Carolina Department of the State Treasurer administers the retirement system (NC Local Governmental Employees' Retirement System). All full time regular City employees are required to contribute to the Retirement system. Individuals in temporary with benefits positions may or may not be members of the Retirement System (1000 hours of work in a one year period and appropriate funding is required).

Your retirement contribution is based upon a percentage of your gross salary. The City is required to make a contribution. Your contribution is automatically deducted from your paycheck. You should arrange to see your timekeeper or the Human Resources department team to designate your beneficiary(s) by completing your retirement enrollment form.

Once you have contributed to the retirement system for five (5) years, you are considered "vested" in the system. This means you will be eligible for benefits if you leave the system before service or early retirement. There is no mandatory

retirement age. You are eligible for retirement with a prescribed number of years or upon reaching a designated age (special rules apply to law enforcement and fire personnel). You may retire early with reduced benefits. The system provides for **full** benefits if you are disabled and allows you to buy back service time or former contributions to the System which you have withdrawn. Several retirement options are available. The amount you will receive at retirement is based upon a percentage of average salary, the number of years of creditable service, and the retirement option you choose.

Benefits are paid to retired employees by the Retirement System. Benefits are automatically adjusted to account for cost-of-living. If you end your employment with the City before you retire, you may withdraw your contributions; or if you are vested, you may wish to leave your contributions and receive monthly benefits upon reaching the age of retirement.

If you withdraw your contributions before retirement, the City's contribution will not be paid to you, but will go back into the City's retirement account. In addition, certain penalties may be assessed (for individuals under the age of 59 ½) and Federal and State taxes may be deducted.

If you are considering Retirement, it is your responsibility to contact the Retirement System to determine the years of creditable service that you have. You may also want to use the Retirement System website to obtain an estimate of your retirement benefits. You will need to begin the Retirement process at least 4 months in advance of your anticipated retirement date.

In order to be eligible for City retirement benefits, an employee must receive monthly benefits from the retirement system immediately upon separation from employment. Please review the City's retirement website at ww2.

See the City's retirement portal at

http://ww2.durhamnc.gov/HR_Director/Retirement/

Contact the Human Resources Department if you have questions or to begin the Retirement process.

Deferred Compensation Plans

Deferred compensation plans allow a portion of your salary to be deferred, without immediate tax liability, until you receive the income at retirement. The deferred income is deposited into individual accounts that you authorize through payroll deduction. The deferred amount is invested based on your choices.

The City offers to each of its employees a choice in deferred compensation plans. The plans have three basic provisions for future income in the form of tax

shelters, retirement plans, and flexible investment programs. You can monitor your investment with the receipt of quarterly statements, and you have the opportunity to change investment options. You may increase, decrease, or suspend your deferrals at any time. You can transfer accumulated assets among investment options. There are minimum and maximum amounts of money that can be contributed to the individual plan and /or combination of plans.

There are several benefits to participating in a plan. In addition to investment benefits, the various plans offer several types of payment options at retirement, disability benefits, loans and hardship withdrawals. The options vary with the plans.

The 401(k) contribution begins when you begin contributing to the retirement system; the City will contribute a percentage (see Human Resources for current percentage) to the 401(K) plan only, based on your gross monthly salary. You do not have to make additional contributions, but may choose to do so. Whether you choose additional contributions or not, you should choose the investments that you desire. You may also choose the amounts you want to direct to various investment options.

All deferred compensation plans have fees. These fees vary and change periodically. Fees can be flat annual rates and/or percentages of account balances.

For more information consult the deferred compensation administrator. Or see the links on the City's Intranet site.

Contracted Health Services Provider

The City provides limited health services for individuals who have an on the job injury, for return to work for individuals absent for at least 10 calendar days, for fitness for duty examinations, and for review of potential work restrictions. The medical staff is able to make referrals to physicians when the injury or illness is more serious. Routine care appointments should be arranged through your individual physician and through health insurance. The Contracted health services provider does not perform these services for the City.

One of the major responsibilities of Contracted Health Services Provider is to provide the health care needed for on-the-job injuries. If you become injured or ill on the job, you should first report your condition to your supervisor. Arrangements then will be made for you to be seen by one of the health professionals at that time. If you are to be compensated for your injury under the Worker's Compensation Act, you are required to follow the appropriate instructions given to you by the provider or other physician if you are referred by the contracted service. You must keep your supervisor and the City's medical staff informed about your health status (see Worker's Compensation Benefits). If

this is not done, you can jeopardize your recovery as well as your Worker's Compensation benefits.

Pre-employment physicals for specific positions are conducted by the contracted Health services provider. If you have any questions or need further information, you should contact Risk Management at 560-4455.

The current Contracted Health Services Provider is Concentra.

Worker's Compensation

Under the North Carolina Worker's Compensation Act, the City, as an employer is required to provide certain benefits to employees who suffer certain injuries. Worker's Compensation benefits include medical treatment, disability income and compensation for regular impairment. The City meets the benefit requirements of the Worker's Compensation Act. You are required to adhere to procedures in order to protect your eligibility for such benefits.

You will not be compensated for **all** injuries; however, if you are injured, and the injury arises out of and in the course of your employment, then the likelihood that it will be covered as Worker's Compensation is increased. The first thing you must do is notify your supervisor that the injury has occurred. Do this immediately; do not delay. The supervisor will then do two things: (1) take you to Concentra for medical treatment or a hospital if your injury is major and (2) complete a written report (Form 19) for the incident and send it to the Risk Management Division.

You are required to comply with instructions given by Concentra and/or the treating physician authorized by them regarding medical care and attendance at work. The Third Party Administrator (TPA) of the City's workers compensation program will actually decide your legal eligibility for benefits, and the Safety staff may also have questions about how the injury occurred.

In order to protect your eligibility for medical benefits, you must initiate all treatment for work related injuries at Concentra or other provider as determined by the TPA. For your safety and to insure eligibility for benefits you should comply with the instructions of authorized medical providers, and with your own rehabilitation plan. Bills for unauthorized medical treatment will not be paid for by the City as Workers' Compensation. Any questions or problems about medical care should be directed to the Risk Manager. Medical care for legitimate emergencies which occur after hours may be authorized by the supervisor but should be reported immediately on the next business day.

In order to protect your eligibility for salary continuation/disability income in connection with an injury which is eligible for compensation, your absence from work (when it is related to your on-the-job-injury) must be determined and authorized in advance by an authorized physician. The salary continuation plan is

provided by Ordinance and will be explained to you in detail by the Claims Representative if you incur an injury which involves a long period disability.

If injured, the most important thing for you to remember is to report the injury promptly to your supervisor and then to follow the procedures indicated by the medical staff and the Claims Representative. (In this way, you will protect your eligibility for benefits).

These procedures have been established to minimize the possibility that you will incur expenses for medical care or lost time which is not covered by some form of insurance.

Meal Break

As a full-time employee, you are allowed a designated time for a meal break established by your supervisor with the approval of your Department Director. Police and Fire employees are subject to specific departmental rules. Emergencies or unexpected City business take precedence over a regularly scheduled meal breaks. Because of the discretion, which is entrusted to employees and supervisors to follow the intent of the Meal Break Policy, habitual abuse (i.e. continued late return from meals) or gross negligence is cause for disciplinary action.

Snack Bar “Kay’s Place”

A Snack Bar is located in City Hall. It is open Monday through Friday from 8:00 a.m. to 4:00 p.m. You may purchase a variety of foods, drink and other items for the Snack Bar Operator. A microwave oven and a sandwich grill are located in this area for warming your meal. You may either eat in the Snack Bar or if appropriate, return to your work area to eat your meal. In addition to the Snack Bar, vending machines can be found on the first floor of City Hall and in most work areas outside of City Hall.

Break Time

In addition to time allowed for a meal, the city allows breaks or rest periods during the workday. A ten minute break is generally given for every 3 -4 hour work period. Because of the variety of work schedules and conditions, there is no attempt to define a uniform break period for all City employees. Your department or division is responsible for determining how and when breaks will be given. The intent of the policy is to ensure breaks for employees who are performing strenuous or tedious work or for employees generally confined to their work areas.

You may not accumulate unused break times or add them to your meal period. City business always takes precedence over a scheduled break time. You should consult with your supervisor if you are unable to take a break during your

scheduled time or if you need to leave the building or general work area during a break. Abuse of break time can result in disciplinary action.

Flex Time

The City allows some employees to have flex schedules if approved by the supervisor. Flex schedules may not alter the number of hours in the work week. Late night or solo schedules should be considered only if safety has been considered. Supervisors can initiate changes in schedule if needed i.e. extremely hot weather may cause an earlier schedule. Schedules without meal breaks are not allowed.

Credit Union

The Credit union was established to provide savings and lending services to City employees. Members of the Board of Directors are City employees elected by membership. The Board of Directors assures that the Credit Union functions under applicable Federal and State Laws. The Credit Union is a cooperative thrift and credit organization whose members have a common bond of association.

Membership is limited to full-time employees, retired full-time employees and their immediate families, the Council Members and the Mayor. You may join the Credit Union anytime after being employed. There is a membership fee and a minimum balance which be maintained. Eligibility for loans starts after six-months of employment with the City. Approval for loans is based upon guidelines or stipulations established by the Board.

Deposits to your Credit Union account and payments due on any outstanding loan maybe made through payroll deduction. Unless you are retiring, when you leave City employment, your membership in the Credit Union ceases and you are required to pay any outstanding loans. Questions regarding services offered by the Credit union can be answered by contacting the Credit Unit Manager.

Seven Stars Campaign

Each year, the City conducts a combined giving campaign called the Seven Stars Campaign. During a certain period of the year, you are asked to make a contribution. You may contribute in a lump sum or through payroll deduction. Contributions to the Seven Stars Campaign are completely voluntary and shall not affect your employment with the City in any way.

Summary of Benefits

Benefits are continually reviewed and upgraded. Please contact the Human Resources Department concerning the current benefits. Details of the various benefits, handbooks for certain benefits and a summary of benefits are available

on line. Printed handbooks are distributed at open enrollment time. A limited number of printed handbooks are available after that time.

General Policies

Alcohol and Use of Controlled Substances in the Workplace

You are reminded that as City employees, we are entrusted with the health, safety and welfare of the citizens. In keeping with that trust, the City of Durham has developed a "No Tolerance" policy which is applicable to the use of alcohol and illegal substances. We also recognize that drug and alcohol abuse can seriously affect the job performance, safety and health of employees, their families, and co-workers and can also affect the overall quality of service provided to the citizens of the City of Durham.

The City of Durham prohibits the manufacture, distribution, dispensing, possession or use of alcohol and drugs by its employees when they are at work, on City property or a driver/passenger in a City vehicle. Off-the-job use that results in a positive drug or alcohol test while on the job is also prohibited.

It is also the policy of the City of Durham to comply with the standards established for Commercial Driver License holders by the Federal Highway Administration. To insure compliance with the standard, the City of Durham will maintain a testing program to identify employees who violate the prohibitions of this policy. This testing policy includes forensic urine drug tests as well as evidential alcohol tests. Employees who test positive for drugs will be terminated. Employees who test positive for alcohol above specified action levels will also be terminated.

A separate handbook concerning substance abuse is distributed at New Employee Orientation (NEO), the orientation program. The policy is also on the Intranet site.

Smoking in City Government

The City has established a policy for non-smoking within the workplace. Smoking is permitted at present but shall be confined to areas "designated" as smoking areas. By adopting this concept, the city recognizes the need to provide a safe and healthful working environment for all employees both smokers and non-smokers.

Employees should consult with their supervisors about assessing those areas designated as smoking areas. The Department Director is responsible for determining smoking/non-smoking areas for his/her work unit.

No smoking is allowed:

- Inside City facilities
- Near entrances to City facilities
- In confined spaces
- In vehicles which will be driven by both non-smokers and smokers
- Near sensitive equipment

Periodic educational courses related to the hazards of smoking and second-hand smoke will be provided by the Human Resources Department.

Safety

The City has specific policies and procedures related to on-the-job safety. You are required to follow the policies applicable to your work area. Some policies concern specific tools or dress which is required for certain jobs; some relate to the use of equipment. Your supervisor will inform you about these when you begin your work. If you have questions, you should ask your supervisor or contact the Safety unit of the Risk Management Division.

As an employee of the City, you should watch for potential dangers. You are required to use sound judgment and a responsible attitude toward your own safety and the safety of your coworkers. If you believe that there is something you must do or must work around which is potentially hazardous, report this to your supervisor or the Employee Safety staff. The Safety staff is responsible for overseeing and monitoring all aspects of safety related to City employment.

The General Rules regarding safety fall into three categories:

They are:

1. Personal Behavior

- a. You must comply with all safety and health regulations set out in the policies.
- b. You must not use alcohol or illegal drugs during the working hours, or operate a City vehicle while under the influence of alcohol, or illegal drugs. You should not report for work under the influence of alcohol or illegal drugs. You should follow your Division/Department's call-in procedure to report your absence.
- c. You must immediately report the use of prescription and/or over-the-counter drugs which may interfere with your job performance to your supervisor
- d. You must not run up or down steps or jump from heights.
- e. You must not play practical jokes or participate in horseplay during

working hours.

- f. You must report all on- the -job injuries to your supervisor as soon as possible.

2. Use of Equipment

- a. You must use tools only for the purpose for which they were designated.
- b. You must have all machine guards in place before using the machine.
- c. You must not operate City vehicles or equipment unless authorized by your Department Director.
- d. You must report all equipment failures or defects to your supervisor as soon as possible.
- e. You must not transport flammable substances unless they are in an approved container.
- f. You must be sure that all emergency or warning systems are properly maintained and inspected.

3. Work Areas:

- a. You must be sure that hazardous areas or equipment are properly marked.
- b. You must not enter areas which present imminent danger to your physical wellbeing unless all proper pre-cautions have been taken.
- c. You must be sure that work ways are free from potential danger.
- d. You must use extreme caution when working under adverse weather conditions.

Use of City Equipment

You are responsible for the proper use and care of all City equipment assigned to you. This includes telephones, tools, supplies, vehicles and other types of equipment necessary to perform your job. City equipment should be used for City business only. It may not be removed from City property unless properly authorized. Abuse or misuse of City property or equipment or personal use of City property or equipment may result in disciplinary action. You are required to adhere to the following guidelines when using City equipment.

Telephones:

1. City business is frequently conducted by using the telephone or cell phone. You are expected to act courteously and professionally when using the telephone or cell phone to carry out your responsibilities.
2. Personal use of the telephone is allowed, but should be limited both in length and in number of calls.
3. Personal long distance calls may not be charged to a City telephone number and you may not accept reversed charges to a City telephone.
4. Use of cell phones should follow financial policies. Excessive personal calls are not to be made on City cell phones.

If you have any questions about use of the telephone, you should consult your supervisor.

Tools, Equipment and Supplies:

1. You are required to have the appropriate valid NC Driver's License before driving any City vehicle.
2. You are required to adhere to all Safety policies regarding proper and safe vehicular operation including wearing your safety belt, no texting etc.
3. You may not use a City vehicle for personal reasons.
4. You may not transport passengers in City vehicle except when they are being transported on official City business.
5. You must follow all procedures for use of City pool cars.
6. City vehicles may not be taken home without prior approval.

Attendance and Punctuality

In order to maintain the high level of service which is expected by the citizens of Durham, the City expects all employees to avoid unnecessary or excessive absences or tardiness. Consequently, your attendance and punctuality are considered important. Continued or excessive tardiness or absences will lead to disciplinary action up to and including discharge.

Your supervisor is responsible for telling you when you first report to your job, the standards and call-in procedures used by your department or work site for absences and tardiness. Due to the variety of service provided by the various departments and divisions, Department Directors are given discretion in setting

or approving these standards and procedures. You are expected to know and to follow the procedures.

All City employees are expected to report for work at the designated time, be prompt for meetings or appointments, and return on time from meals or breaks and to maintain an acceptable level of attendance. Flexible schedule arrangements are possible if approved in advance by the supervision in your Department.

Any employee who is away from work for three (3) consecutive workdays without proper notification to his/her supervisor will be considered to have resigned without notice.

Severe Weather Attendance

Your supervisor should tell you if you are in Group 1 –these employees must come to work to provide vital services or Group 2 – these employees may not be immediately needed in the event of severe weather.

During hazardous weather, the City Manager may allow certain employees to elect not to report for work. The first notice will be broadcast over WDNC Radio, 6:20 a.m., Durham or WRAL, 101 FM in Raleigh.

Employees in positions designated by their Department Director, as Group 2 (not immediately necessary to provide essential City services), may elect not to report for work that day. Designations of Group 1 or Group 2 may be changed based on the needs of the organization during a particular weather event. Supervisors are responsible for informing employees of their normal designation.

All employees are required to follow their Department/Division call-in procedure to report their absences or tardiness as usual. Group 2 employees not reporting to work are required to use vacation, holiday, compensatory or management leave time. Working the time off is allowable subject to supervisory approval. The usual Fair Labor Standards policy applies regarding overtime worked during this time period.

Outside Employment

The City does not prohibit outside employment. Outside employment must be reported on a form and will be retained by your department director. You may accept any employment as long as it does not conflict with your City job. However, you are subject to disciplinary action if you work for another employer while on sick leave paid for by the City, or if your performance in your City position begins to decline.

In addition to these conditions, Police/Fire personnel must adhere to departmental rules which regulate off-duty employment.

If you have any questions regarding outside employment, either consult your supervisor or the Human Resources Director.

Travel

The city will pay your expenses for authorized travel for business-related reasons including training. All travel must be authorized in advance by your Department Director in order to receive payment. Travel expenses may be paid in advance or reimbursed. In either case, you are required to submit a Travel Expense Report within five (5) working days of your return. Your department has the proper forms and limitations placed on these expenses.

You must submit receipts of payments for lodging, travel or registration expenses. It is always in your best interest to obtain receipts for food, parking, taxi or limousine expenses since there are restrictions placed upon reimbursement unless a receipt accompanies your Travel Expenses Report.

Proper Dress

Although some employees are required to wear a uniform while performing their duties, most City employees may dress appropriately for the job performed. However, all employees are expected to wear neat, clean and appropriate clothing for their positions. If you have any questions about what is appropriate, you should consult your supervisor.

Casual Friday is observed by the City. If a business meeting is scheduled for a Friday, employees are expected to wear normal business attire.

Solicitation and Delivery

If you are a City employee, you are subject to specific rules regarding solicitation and delivery of personal items.

Solicitations are not allowed on City property or by City employees except for:

- Seven Stars Campaign
- Red Cross Blood Program
- Collections for gifts/flowers for another City employee
- Others authorized by the City Manager.

If you work in City Hall, personal deliveries such as flowers, gifts, newspapers or household items must be left at the Information Desk in the main lobby. If you receive a personal delivery you will be notified by the Receptionist. You are responsible for picking up the items.

If you do not work in City Hall, contact your supervisor concerning delivery of personal items to your work place.

Employee Parking

In general, if you are working in City Hall, you must arrange for your own parking. Most outlying City facilities have accommodations for parking adjacent to the facility which you may use.

Political Activities

All City employees are encouraged to vote for the candidate(s) of their choice in all local, state and federal elections. There is no voting leave however, supervisors may allow employees to report at a different time or to move lunch time or to use compensatory leave in order to vote if needed. Schedule adjustments should be requested in advance so that work can be maintained.

Law Enforcement employees are restricted by the nature of their position from participating in some of the activities listed below. If you work in the Police Department, you should consult the Department's policy on political activities.

All other City employees may participate in the following political activities during their nonworking hours or when on approved annual leave, compensatory leave or leave-without-pay:

- Vote for the candidate(s) of your choice.
- Join and actively participate in political civic groups or organizations.
- Attend political meetings.
- Work as a Poll worker.
- Write letters to newspaper on political activity provided this is done as a private citizen and no reference is made to his/her public title or responsibility.
- Advocate and support your political principles and policies.
- Wear political badges.
- Contribute to political campaigns except to City employees.
- Sign petitions
- Be a candidate for elections such as School Boards, provided this is not in

conflict with the restrictions which follow.

No City Employee May

- Engage in any kind of political activity on duty or which would represent a conflict of interest or compromise your role as a City employee.
- Neglect your assigned duties because of permitted political activity.
- Solicit, receive or act as custodian of funds or other items of value to be used for political purposes.
- Use any City-owned supplies, equipment or facilities for political purposes.
- Use your official authority to influence or try to affect the outcome of an election for political office.
- Coerce or attempt to force political contributions from another City employee.
- Be a candidate for or appointed to an elective office in Federal, State or any Durham City or County elections which would represent a conflict of interest or compromise the impartiality of your public title or position. You are advised to consider the impact on your job, its duties and your performance before making a decision to run for public office.

Failure to follow the guidelines stated above can result in disciplinary action up to and including discharge from City employment.

NO TOLERANCE Policies

- No Substance Abuse
- No Harassment of any kind
- No Workplace Violence
- No discrimination; no favoritism

Proven violations of any of the above may result in disciplinary action up to and including discharge from City employment.

